SUBJECT: Selection of Items for Small Purchase Branch Action

4. In a negative fashion, Attachments A and B contain items that SPB cannot procure. Attachment "A" lists the categories, and Attachment "B" further defines items in category (3).

WHEN IN DOUBT, CALL SPB, EXTENSION [   ]   STAT

5. There is one additional area requiring Commodity Section stock management evaluation. There are low cost non-significant items carried in stock as a matter of expediency because of the administrative expense of processing frequent requirements through the FPA direct procurement channels. If research indicates that such items are readily obtainable by SPB, consideration should be given to closing out stock balances and directing future requirements to SPB.

6. SD/Operations Support Branch (OSB) is preparing an interim instruction covering the mechanics of re-routing a customer requisition to SPB or extracting specific items from a customer requisition for SPB action. Pending receipt of this instruction, verbal instructions on the procedure to be followed are available if required.

[   ]   STAT

Chief, Supply Management Branch

Atts.

Distribution:
  Orig - OL/SD/SMB
      1 - OL/SD/SMB/AS
      1 - OL/SD/SMB/CS
      1 - OL/SD/SMB/CSA
    ✓1 - OL/SD/SMB/CSB
      1 - OL/SD/SMB/CSC
      1 - OL/SD/OSB
      1 - OL/SD/IDSB
      1 - OL/SD/CCDB

SUPPLY MANAGEMENT BRANCH INSTRUCTION 75-04

SUBJECT : Selection of Items for Small Purchase Branch Action

REFERENCE: LI 45-20

1. As stated in referent LI, the Small Purchase Branch (SPB) will use an Imprest Fund in performing its procurement function. Since this type of funding is separate from the Financial Property Accountability System, SPB cannot process requisitions which contain items that will be charged to a Property Procurement Allotment (PPA) number. SPB can accept requisitions which contain stock issues as well as procurement actions which fall within its charter. It will not accept split procurement requisitions, i.e., those containing items designated for procurement by Procurement Division (PD) or Interdepartmental Support Branch (IDSB).

2. According to referent procedures, customer requisitions for SPB action will be forwarded directly to [   ] There will be no need for such requirements to be sent to Supply Management Branch (SMB) for assignment of appropriate PPA; Central Control and Distribution Branch (CCDB) will not assign a Logistics Control Number (LCN) or establish a master file; and the Data Access Center (DAC) will not input the transaction into the computer.

3. (SMB) will be responsible, however, for the review of routine customer requisitions for the purpose of identifying items that meet the criteria for SPB procurement action, i.e., nonstock, low-cost (usually $200 or less), common use [   ]. Until the Commodity Teams become experienced in the actual type items SPB can procure, they will have to be guided by the knowledge that SPB will use General Services Administration's (GSA) self-service stores to a great degree. SPB also has access to GSA's Blanket Purchase Agreements. The following guidelines concerning selection of items for SPB may be useful:

    a. Items which have a unit cost of $200 or less with a further limitation of $2500 per line item or order to a single vendor.

    b. Items available within the Washington, D. C. Market Area (Baltimore included for some items).

    c. Items identified as available from Defense Supply Agency sources if they are commercially available and represent a total line item value of $10 or less.

SUBJECT: Selection of Items for Small Purchase Branch Action

4. In a negative fashion, Attachments A and B contain items that SPB
cannot procure. Attachment "A" lists the categories, and Attachment "B"
further defines items in category (3).

WHEN IN DOUBT, CALL SPB, EXTENSION [   ]   STAT

5. There is one additional area requiring Commodity Section stock
management evaluation. There are low cost non-significant items carried in
stock as a matter of expediency because of the administrative expense of
processing frequent requirements through the FPA direct procurement channels.
If research indicates that such items are readily obtainable by SPB, con-
sideration should be given to closing out stock balances and directing
future requirements to SPB.

6. SD/Operations Support Branch (OSB) is preparing an interim instruction
covering the mechanics of re-routing a customer requisition to SPB or extract-
ing specific items from a customer requisition for SPB action. Pending
receipt of this instruction, verbal instructions on the procedure to be followed
are available if required.

[   ]   STAT

Chief, Supply Management Branch

Atts.

Distribution:
    Orig - OL/SD/SMB
       1 - OL/SD/SMB/AS
       1 - OL/SD/SMB/CS
       1 - OL/SD/SMB/CSA
     ✓ 1 - OL/SD/SMB/CSB
       1 - OL/SD/SMB/CSC
       1 - OL/SD/OSB
       1 - OL/SD/IDSB
       1 - OL/SD/CCDB

ATTACHMENT A

LI 45-20
Section 2b:

The SPB will not handle, or otherwise accept, requests for:

(1) Materiel presently available in Agency stocks.

(2) Items peculiar to the Agency.

STAT (3) Items listed in [   ]

(4) Drugs or medicines.

STAT (5) [   ] requirements.

(6) Spare parts for generators and specialized serialized equipment.

(7) Items requiring technical office research or test and inspection.

(8) Items that would not normally be purchased by the General Services Administration (GSA).

(9) Items requiring more than 30 days to complete action from receipt of the request to shipment.

(10) Accommodation or reimbursable procurements.